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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Records Service Division
 Attn: Mr. [REDACTED]

DATE: 1 March 1956

THRU: Records Officer, Administration Office OCR
 FROM : Chief, BR/CR

SUBJECT: Schedule of Shipments of Material to Vital Storage.

1. There is listed below the scheduled date of shipment for replacement of those BR IBM Machine Card files designated as part of the vital records storage program.

IBM Card Files

	<u>No. of cards sent previously</u>	<u>Disposition of cards on hand</u>	<u>Approximate No. to be shipped</u>	<u>Scheduled date of next shipment</u>
#1 card (name of orgn)	16,000	Destroy	20,000	6 Mar 1956
#2 card (orgn mbrs)	93,000	Destroy	123,000	22 Mar 1956
#4 card (occupation designations)	307,000	Destroy	436,000	16 Apr 1956
#3 card (basic name ident)	233,000	Destroy	to be replaced by alpha- betically arranged machine listing by Name within Country.	

2. The "Name to document" reference card, identified in the Register as File #2 covering the year 1949 through 1954 should be retained.

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3. Should there be any question on any of the items listed, please call [REDACTED], Ext. 2076.

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OCR/JTW:mab
 14 March 1956

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Subsequent phone conversation with [REDACTED] disclosed the following:

Deposits of the #1 and #2 file after March 1956 will be by machine listing.
 The entire #3 card file will be replaced by listings prior to June 1956.
 The File #2 cards 901,000 may be destroyed.

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